

**Agenda Of The Regular Meeting – Oversight Board to the Successor Agency to the
Redevelopment Agency of the City of National City
Council Chambers
Civic Center
1243 National City Boulevard
National City, California
Wednesday – August 17, 2016 – 3:00 P.M.**

Open To The Public

Please complete a request to speak form prior to the commencement of the meeting and submit it to the Oversight Board Secretary.

It is the intention of your National City Oversight Board to be receptive to your concerns in this community. Your participation in local government will assure a responsible and efficient City of National City. We invite you to bring to the attention of the Board Chairman any matter that you desire the National City Oversight Board to consider. We thank you for your presence and wish you to know that we appreciate your involvement.

ROLL CALL

Pledge of Allegiance to the Flag by Chairman Ron Morrison

Public Oral Communications (Three-Minute Time Limit)

NOTE: Pursuant to state law, items requiring National City Oversight Board action must be brought back on a subsequent National City Oversight Board Agenda unless they are of a demonstrated emergency or urgent nature.

Upon request, this agenda can be made available in appropriate alternative formats to persons with a disability in compliance with the Americans with Disabilities Act. Please contact the City Clerk's Office at (619) 336-4228 to request a disability-related modification or accommodation. Notification 24-hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting.

**It Is Requested That All Cell Phones
And Pagers Be Turned Off During The Meetings**

OVERSIGHT BOARD ACTIONS

1. Approval of the Minutes of the Regular Meeting of the Oversight Board to the Successor Agency to the Community Development Commission as the National City Redevelopment Agency meeting held on May 18, 2016.
2. Resolution of the Oversight Board of the Successor Agency to the Community Development Commission as the National City Redevelopment Agency Approving an Administrative Budget for the Recognized Obligation Payment Schedule (ROPS) 16-17A (July 1, 2016 through December 31, 2016) and 16-17B (January 1, 2017 through June 30, 2017) periods.
(Reso 2016-06)

REPORTS

1. Update on Redevelopment Issues

ADJOURNMENT

Adjourn to the next Regular meeting of the Oversight Board to the Successor Agency to the Community Development Commission as the National City Redevelopment Agency scheduled on September 21, 2016 at 3:00 p.m. in Council Chambers, Civic Center.

**OVERSIGHT BOARD TO THE SUCCESSOR AGENCY TO
THE COMMUNITY DEVELOPMENT COMMISSION
AS THE NATIONAL CITY REDEVELOPMENT AGENCY
AGENDA STATEMENT**

MEETING DATE: August 17, 2016

AGENDA ITEM NO.

ITEM TITLE: Resolution of the Oversight Board to the Successor Agency to the Community Development Commission as the National City Redevelopment Agency Approving an Administrative Budget for the Recognized Obligation Payment Schedule (ROPS) 16-17A (July 1, 2016 through December 31, 2016) and 16-17B (January 1, 2017 through June 30, 2017) periods.

PREPARED BY: Brad Raulston, Executive Director **DEPARTMENT:** Successor Agency

PHONE: 619 336-4256

APPROVED BY: 

EXPLANATION:

Health and Safety Code section 34177(j) requires the Successor Agency to prepare a proposed administrative budget for each upcoming six-month period and submit it to the Oversight Board for approval. The proposed administrative budget is to include estimated amounts for Successor Agency administrative costs, the proposed sources of payment for those costs, and proposals for arrangements for administrative and operations services. The estimated administrative costs for the ROPS 16-17A (July 1, 2016 through December 31, 2016) and 16-17B (January 1, 2017 through June 30, 2017) periods each total \$193,940. For each period, \$189,974 is authorized statutorily to be funded by Redevelopment Property Tax Trust Fund (RPTTF) revenues. The remaining \$3,966 in costs for each period is the estimated value of services to be provided by the General Fund of the City of National City over and above the RPTTF funding limit. Administrative and operations services are provided through a combination of City of National City staff and outside contractors. See Attachment 1 (Exhibit A to the resolution) for budget details. The Successor Agency Board reviewed and approved the administrative budget for ROPS 16-17A and 16-17B on August 16, 2016 and requests approval by the Oversight Board.

FINANCIAL STATEMENT:

APPROVED:  Finance

ACCOUNT NO.

APPROVED: _____ MIS

The proposed administrative budget totals \$193,940 for both the ROPS 16-17A and 16-17B periods, resulting in a total of \$387,880 for the fiscal year as whole.

ENVIRONMENTAL REVIEW:

This is not a project and, therefore, not subject to environmental review.

ORDINANCE: **INTRODUCTION:**

FINAL ADOPTION:

STAFF RECOMMENDATION:

Adopt the Resolution.

BOARD / COMMISSION RECOMMENDATION:

Successor Agency Board: Adopt the Resolution

ATTACHMENTS:

1. ROPS 16-17A and 16-17B Proposed Administrative Budgets for the Successor Agency
2. OB Resolution 2016-06

**Successor Agency to the Community Development Commission
as the National City Redevelopment Agency**

Administrative Budget: ROPS 16-17A and 16-17B

Expenditures

	Annual Salaries & Benefits	% Allocated	Annual Cost	Six Month Cost Admin Budget ROPS 16-17A	Six Month Cost Admin Budget ROPS 16-17B
Personnel*					
Executive Director	226,000	35%	79,100	39,550	39,550
Executive Secretary	68,000	70%	47,600	23,800	23,800
City Manager	285,000	10%	28,500	14,250	14,250
Executive Assistant	91,000	5%	4,550	2,275	2,275
City Attorney	272,000	10%	27,200	13,600	13,600
Executive Assistant	86,000	3%	2,580	1,290	1,290
City Clerk/Records Management Officer	148,000	10%	14,800	7,400	7,400
Administrative Secretary	82,000	10%	8,200	4,100	4,100
Property Agent	99,000	5%	4,950	2,475	2,475
Community Development Manager	135,000	20%	27,000	13,500	13,500
Director of Finance	185,000	5%	9,250	4,625	4,625
Financial Services Officer	137,000	5%	6,850	3,425	3,425
Management Analyst	112,000	10%	11,200	5,600	5,600
Financial Analyst (part time)	40,000	90%	36,000	18,000	18,000
Senior Accountant	97,000	10%	9,700	4,850	4,850
Accountant	76,000	4%	3,040	1,520	1,520
Accountant	80,000	10%	8,000	4,000	4,000
Buyer	73,000	3%	2,190	1,095	1,095
Accounting Assistant	57,000	3%	1,710	855	855
Accounting Assistant	61,000	3%	1,830	915	915
Accounting Assistant	61,000	3%	1,830	915	915
Accounting Assistant	60,000	3%	1,800	900	900
Various	N/A	N/A	40,000	20,000	20,000
Total Personnel			377,880	188,940	188,940
Maintenance & Operations					
Contract Services - Legal Services for Successor Agency			2,000	1,000	1,000
Contract Services - Legal Services for Oversight Board			4,000	2,000	2,000
Other Miscellaneous Expenditures			4,000	2,000	2,000
Total M&O			10,000	5,000	5,000
Total Expenditures			387,880	193,940	193,940

Funding Sources

RPTTF - Administrative Allowance	379,948	189,974	189,974
City of National City General Fund	7,932	3,966	3,966
Total Funding	387,880	193,940	193,940

* Personnel responsibilities include, but are not limited to, providing executive direction and legal guidance for the operations of the SA, scheduling and maintaining records of the meetings of the Successor Agency and the Oversight Board, preparing agenda materials for the SA and the Oversight Board, managing litigation, developing the ROPS for each annual period, projecting and managing the cash flow of the SA, managing contracts with vendors (including, but not limited to, the WI-TOD housing project), supporting the disposal of the properties formerly owned by the SA, managing the payments to vendors, accounting for all transactions of the SA in the general ledger, and preparing annual financial statements. Not represented on this schedule, but playing an important policy role in the administration of the Successor Agency are the City's Mayor and Council who serve as the Board for the Successor Agency, and the Mayor who also serves as the Chair of the Oversight Board.

RESOLUTION NO. 2016 -06

RESOLUTION OF THE OVERSIGHT BOARD TO THE SUCCESSOR AGENCY
TO THE COMMUNITY DEVELOPMENT COMMISSION
AS THE NATIONAL CITY REDEVELOPMENT AGENCY
APPROVING AN ADMINISTRATIVE BUDGET FOR THE RECOGNIZED OBLIGATION
PAYMENT SCHEDULE (ROPS) 16-17A (JULY 1, 2016 THROUGH DECEMBER 31, 2016)
AND 16-17B (JANUARY 1, 2017 THROUGH JUNE 30, 2017) PERIODS

WHEREAS, the Oversight Board ("Oversight Board") to the Successor Agency to the Community Development Commission as the National City Redevelopment Agency ("Successor Agency") has been established to take certain actions to wind down the affairs of the now dissolved Community Development Commission as the National City Redevelopment Agency ("CDC-RDA") in accord with AB 26, as amended in AB 1484 and again in SB 107; and

WHEREAS, Health and Safety Code section 34177(j) requires that each Successor Agency prepare a proposed administrative budget for each upcoming six-month period and submit it to its oversight board for its approval; and

WHEREAS, such an administrative budget is to include estimated amounts for successor agency administrative costs, the proposed sources of payment, and proposals for arrangements for administrative and operations services provided by a city, county, city and county, or other entity; and

WHEREAS, SB 107 included a change in the approval process for administrative budgets in relation to each recognized obligation payment schedule ("ROPS"), *i.e.*, under Health and Safety Code Section 34179(h)(1), successor agencies are not required to submit an approved administrative budget to the California Department of Finance for approval; and

WHEREAS, despite the new annual ROPS approval process, SB 107 did not alter the provisions of Health and Safety Code Section 34177(j) requiring the submittal of administrative costs based on a six-month fiscal year increments; and

WHEREAS, on August 16, 2016, the Successor Agency's Executive Director submitted to its Board a proposed administrative budget for both the Recognized Obligation Payment Schedule ("ROPS") 16-17A and 16-17B periods, and said budgets were discussed, deliberated upon, and approved in public session, for submission to the Oversight Board to the Successor Agency to the Community Development Commission as the National City Redevelopment Agency ("Oversight Board"); and

WHEREAS, on August 17, 2016, the Oversight Board reviewed said administrative budgets and determined that they meet the statutory requirement.

NOW, THEREFORE, BE IT RESOLVED by the Oversight Board to the Successor Agency to the Community Development Commission as the National City Redevelopment Agency as follows:

Section 1. The administrative budgets for the ROPS 16-17A period, beginning July 1, 2016 and continuing through and including December 31, 2016, and for the ROPS 16-17B period, beginning January 1, 2017 and continuing through and including June 30, 2017, with expenditures totaling \$193,940 for each period and attached hereto and incorporated by this reference herein as Exhibit A (the "Administrative Budget: ROPS 16-17A and 16-17B"), are hereby approved.

Section 2. The Executive Director of the Successor Agency and his designees are hereby authorized and directed to evaluate and execute necessary changes to the Administrative Budget as may be appropriate and/or as required by law, whether pursuant to statute, by court order or as otherwise required or authorized by law, to capture all the costs the Successor Agency may have in the performance of its duties.

Section 3. The Executive Director of the Successor Agency, or designee, is hereby authorized and directed to take such other actions and execute such other documents as are necessary to effectuate the intent of this Resolution on behalf of the Oversight Board, such actions to include but not limited to posting and distributing the Administrative Budget as may be required by law.

Section 4. The Oversight Board concurs with the Successor Agency's determination that approval of this Resolution does not represent a "project" for purposes of CEQA, as that term is defined by Guidelines section 15378, because this Resolution is an organizational or administrative activity that will not result in a direct or indirect physical change in the environment, per section 15378(b)(5) of the Guidelines.

Section 5. The Oversight Board Secretary and/or Successor Agency Secretary shall certify to the adoption of this Resolution, and shall take all steps necessary to ensure that the Administrative Budget now approved is maintained as a public record.

Section 6. Pursuant to California Health and Safety Code Section 34179(h)(1)(B) as modified by SB 107, the State of California Department of Finance generally reviews Oversight Board actions, but has exempted administrative budgets from such review; therefore, this Resolution shall be effective immediately after its adoption and certification.

PASSED and ADOPTED this 17th day of August, 2016.

AYES:
NOES:
ABSENT:
ABSTAIN:

Ron Morrison, Chairman

ATTEST:

Brad Raulston, Executive Director
Secretary to the Oversight Board

APPROVED AS TO FORM:

Oversight Board Counsel
Edward Z. Kotkin, Esq.
Law Offices of Edward Z. Kotkin